PEABODY INSTITUTE LIBRARY
BOARD OF TRUSTEES

Minutes of Meeting
March 4, 2019

The meeting was called to order by President Stephanie Najjar at 7:00pm. President Najjar noted the meeting was being recorded by Recording Secretary Allison Lytle

As there was a quorum present, the roll call was taken:

Present	**Absent**
Anne Quinn	Sandra Fecteau
Don McAllister	
Stephanie Najjar	
Dianne Caputo	
Wes Merrill	
Jean Ahearn	
Thomas Pappas	
Kate O'Brien	
Richard Shruhan	
Frances Bisazza-Gallugi	

Approval of the minutes from the previous meeting

A **MOTION** was made by Don McAllister to approve the minutes of the February 4, 2019 meeting as presented. The motion was seconded by Richard Shruhan. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Receipt of Communications

President Najjar stated there was no communication on which to report.

Director's Report

Director Melissa Robinson presented the following report and provided the Trustees in attendance with written copies for their information.

Director's Report to the Board of Library Trustees
March 2019

Staffing

Three new employees began work in February. Temporary Children's and Public Services Librarian Joanna Correa's first day of work was February 11th. Teen Aide Amy Titus started work on February 25th. Training for Joanna and Amy is going well.

Kristi Bryant began work as the new Senior West Branch Librarian on February 19th. Kristi has 20 years of experience as a librarian, including strong experience in management, collection development and programming. The hiring committee was unanimously impressed with her vision and energy.

The American Federation of Teachers filed a union grievance on behalf of a library aide who was not hired for the Senior Branch Librarian position. The concern was whether the posting and hiring process for this position was consistent with other recent vacant positions. After I met with representatives from the AFT and the library employee in question, the union agreed that the process was consistent and did not violate the contract, so the matter is now resolved.

With the Senior West Branch position now filled, I also want to mention to the Board that library employee Pam Shachook has gone above and beyond in keeping the West Branch running smoothly over the past three months. For the second time in two years, Pam assumed the position of Interim Senior Branch Librarian and has capably and efficiently done the senior librarian's core functions, while also still handling all technical services, collection development and overseeing circulation services for the branch.

Senior South Branch Librarian, Morgan Yeo, has requested three weeks of vacation in April to attend to personal matters. As is customary for vacations exceeding two weeks, Morgan has written a letter to the Board requesting the time off. Morgan and I have arranged for the necessary coverage at the South Branch for this time off and I have no objection to the Board granting this request.

The Managing Aggressive Behaviors training with Fire Chief Steve Pasdon took place on Wednesday, February 20th. Staff found the training helpful and have requested follow-up trainings that address more specific issues. I am working with Senior Public Services Librarian, Cate Merlin, to identify potential trainers for the requested topics.

Library assistant Yahaira Cosme remains out on parental leave. She is expected to return to work in June. Sunday Reference Librarian Unelia Videira is scheduled to begin her parental leave in March and expects to be gone through May. Head of Children's Services, Alysa Hayden is scheduled to begin her parental leave on April 10th and will return in August.

I have two retirements to announce to the Board this evening. The first is West Branch Children's Librarian Dale Sampson. Dale has worked at the West Branch for 29 years, providing generations of children and families with outstanding library services. I can't overstate how greatly Dale will be missed by patrons and staff. Her last day of work is April 4th. Dale's retirement was announced to the staff last week.

The second retirement is Assistant Director Gerri Guyote. Gerri was first hired as the Adult Services Librarian in 2001 and became Assistant Director in 2005. I hardly need to tell the Board of the impact she has had on library services over the past 18 years. It is not an exaggeration to say that there is no library success in recent years that did not rely heavily on Gerri's leadership, vision, support and hard work. Gerri's last day of work will be on May 10th. Her retirement will be announced to staff tomorrow.

Building & Grounds

City Elevator has still not supplied us with the results of the oil test. The Director of Facilities has been quite clear with them about the unacceptable nature of this delay and we are discussing whether we should consider bringing in a different company to do the test.

Budget

Budget numbers for this fiscal year so far are available for review and questions, if any.

The City Council is set to take up capital budget expenses on Thursday, March 21st at 6:30pm. I haven't seen final figures and requests, but included in the Mayor's requests is money for repair and replacement of the Main Library roof and a new van to replace the library's 20-year-old vehicle. I will be at the Council meeting on the 21st to answer questions as needed. If any Board members are interested in attending, please let me know.

Program and Activities

Spring events brochures are now available.

The George Peabody Birthday concert on Friday, February 22 at 7pm in the Main Reading Room featuring Celtic harpist Aine Minogue went very well. Approximately 100 people were in attendance and the audience enjoyed the performance. I would like to see a birthday concert become an annual way to celebrate this occasion.

The third annual PILCon comic book convention will take place on Saturday, May 4th this year. As I did last year, I am requesting that the Board approve the use of the Trustees Room for board games during PILCon. The room will be supervised and no food will be allowed in the space. Also as in previous years, I am requesting that the Board vote to allow the artists who are donating their time to run workshops to sell their artwork at the event. This small sale of art has gone well over the past two years.

I remain an active part of the Peabody Suffrage Centennial Committee, which is preparing to mark the 100th anniversary of the passage of the 19th Amendment in a number of ways in 2020. One of the Committee's proposals is that the Board of Trustees vote to name the West Branch Library Community Room in honor of Mary Upton Ferrin, a Peabody native, who is credited with taking the first steps to bring suffrage for women to Massachusetts. Although she died 40 years before the passage of the 19th Amendment, she is recognized as one of Peabody's most prominent advocates for women's rights. Since the West Branch is located near Mary Upton Ferrin's birthplace, the Suffrage Committee will apply to have the West Branch added to the National Votes for Women Trail if the Board proceeds with the rename. We also would seek funding to make some improvements to the Community Room and have a rededication ceremony in 2020.

Other

On Tuesday, April 9th from 5:30-7:30, City Hall is hosting a training with the Attorney General's office on Massachusetts Open Meeting Laws. Since Board of Trustees meetings are governed by the Open Meeting Laws, I will attend this training. It may also be helpful for one or more Board members to attend. The Mayor's Office will be hosting a light supper beforehand for members of City boards. You will get more details from his office on this soon.

President Najjar inquired as to whether or not they were having any celebrations for Dale Sampson and Gerri Guyote. Director Robinson stated they would plan a traditional after-hours celebration for Ms. Sampson. They hadn't discussed any party for Ms. Guyote yet as her retirement had not yet been announced to the staff.

Trustee Anne Quinn inquired as to whether or not there had been any discussions about a lawsuit with regards to the ongoing problems with the elevator. Director Robinson stated that they had discussed the possibility in general terms but they didn't know exactly what the problem was yet with the elevator so it would be impossible to tell at that point who was the responsible or negligent party. Director Robinson reminded the Board they had dealt with several different companies including one company who designed the elevator, one who installed the elevator, one who serviced the elevator and now the new company they have contracted for maintenance.

Trustee Quinn inquired as to whether or not they could hire an independent contractor to inspect the elevator and investigate the cause of the issue. The Board discussed the issues and the length of time the oil testing had taken to that point. Trustee Shruhan suggested Director Robinson look into getting another opinion. Director Robinson stated she would follow up with the facilities director on the suggestion.

In response to a question from the Board, Director Robinson reported the elevator was working at that point because they were not using the heater so the odor was not overwhelming. Director Robinson explained that because they were using that work around (not using the heater), the custodians had to run the elevator for a half an hour each morning to warm it up so that it stopped level with each floor, which it would not do

if it was not warmed up in that fashion. Therefore, while there was a work-around, it was not a long-term solution.

Trustee Richard Shruhan stated he definitely wanted to attend the City Council meeting when they discussed the Library budget and inquired whether or not he could get a copy beforehand. Director Robinson stated that if she received any info prior to the meeting she would pass it along.

A **MOTION** was made by Don McAllister to accept the Director's Report as presented. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken. All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Reports of the Committees

BUILDINGS & GROUNDS: Committee Chair Wes Merrill stated there was nothing to report in addition to the report provided by the Library Director.

AUDUBON PRINTS: Committee Chair Richard Shruhan stated there was nothing new on which to report.

PERSONNEL: Committee Chair Don McAllister stated there was nothing to report in addition to the report provided by the Library Director.

POLICIES AND PROCEDURES: Committee Chair Jean Ahearn stated there was nothing new on which to report.

LIAISON TO THE PEABODY HISTORICAL SOCIETY: Liaison Tom Pappas reported that on March 10th the Historical Society would host a lecture by Christopher Daley entitled "1620: The First Year" at the Felton-Smith Historic Site, Smith Barn at 2pm. Trustee Pappas provided a flier for the event to all in attendance for their information. Trustee Pappas reported the Peabody Historical Society would also be featured in a documentary on the Smithsonian Channel that evening at 8pm.

LIAISON TO THE PEABODY INSTITUTE LIBRARY FOUNDATION BOARD OF DIRECTORS: Liaison Anne Quinn reported the Events Planning Committee meeting that was supposed to be held at 6pm that evening was canceled because there were several people that were unable to attend. Trustee Quinn reported Foundation President Martha Holden would reschedule the meeting. The next meeting of the Foundation was scheduled for April 10th at 6pm.

LIAISON TO THE FRIENDS OF THE PEABODY INSTITUTE LIBRARY: Liaison Dianne Caputo reported the last meeting of the Friends was held on February 6th and provided the following update –

- Current balance was $12,700.
- A donation of $4,500 was made to the Library for the last quarter's wishes.
- The poinsettia sale earned $270.

- The Friends received $920 from Better World Books and from the clothing donation box that was located at the West Branch Library.
- The Friends donated $500 to the Library's window sponsorship program.
- Trustee Jean Ahearn donated $100 toward a program at the Creativity Lab called "Adobe Premier".
- The Friends would make a donation for the 2019 summer reading brochure program (still getting quotes).
- The spring flower sale started in May.
- 2020 would mark the 20th year of the Friends' founding.

A **MOTION** was made by Don McAllister to accept the Committee reports as presented. The motion was seconded Frances Bisazza-Gallugi. A vote was taken.
All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

Unfinished Business

Trustee Jean Ahearn handed out a draft handbook for the Trustees to review prior to the next meeting. Trustee Ahearn explained that there were no official policies as outlined in the handbook but the Board had agreed that having a handbook of sorts would be helpful for incoming Trustees. Trustee Ahearn requested the Board review the document prior to the next meeting and send her any feedback. They could discuss the handbook in more detail in April once everyone had a chance to review it.

Trustee Frances Bisazza-Gallugi reported she spoke with Librarian Cate Merlin regarding the possible seed exchange program discussed at the previous meeting and they were going to move forward with the program in conjunction with the Peabody Garden Club. They would utilize old card catalogs and would put seed packages in the corresponding letter drawers. For example, in drawer "R" there would be packages of radish seeds and in the "T" drawer there would be tomatoes. The program would be run on the honor system and overseen by volunteers. Trustee Bisazza-Gallugi reported she would be overseeing it at the West Branch Library. Trustee Bisazza-Gallugi stated they do this type of exchange at many libraries including the Lynn library where it was very successful.

Trustee Quinn inquired as to whether or not there were any concerns about attracting bugs. Trustee Bisazza- Gallugi reported that there really no issues with seed packages attracting bugs and they would be monitoring the program to make sure there were no loose seeds or open packages. Director Robinson stated that the many libraries that had such an exchange had not reported any issues of that nature either.

Trustee Bisazza-Gallugi reported that she and five other members of the Peabody Garden Club would be taking over planting and maintenance of the round rotary at the West Branch Library.

New Business

A **MOTION** was made by Thomas Pappas to approve renaming the West Branch Community Room in honor of Mary Upton Ferrin. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Don McAllister to allow the use of the Trustees' Room during PILCon for board games. The motion was seconded by Frances Bisazza-Gallugi. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Jean Ahearn to authorize Director Robinson to allow local artists to sell their creations during PILCon. The motion was seconded by Don McAllister. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

A **MOTION** was made by Jean Ahearn to approve Morgan Yeo's request for three weeks of vacation in April as recommended by the Library Director. The motion was seconded by Richard Shruhan. A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The Board discussed purchasing a gift for departing Assistant Library Director Gerri Guyote. Director Robinson stated she would look into what the Board gave former Library Director Martha Holden when she left and would let them know.

As there was no additional business to come before the Board, a **MOTION** to adjourn was made by Wes Merrill. The motion was seconded by Don McAllister A vote was taken.

All in Favor: Yes. Any Opposed: No. The motion was unanimously approved.

The meeting was adjourned at 7:55pm.

Submitted by,

Allison M. Lytle

Allison M. Lytle
Recording Secretary